

~~CONFIDENTIAL~~

## REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

ILLEGIB

TO:

Comptroller

25X1A

FROM:

Chief, Operations and Liaison Branch, Finance Division

ALLOTMENT SYMBOL

ESTIMATED NUMBER

PAY PERIOD		HOURS	EMPLOYEES
BEGINNING	ENDING		
2 September 1962	15 September 1962	80	10
16 September 1962	29 September 1962	80	10
30 September 1962	13 October 1962	80	10
14 October 1962	27 October 1962	80	10
28 October 1962	10 November 1962	80	10
11 November 1962	24 November 1962	80	10

## JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., clerical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Detail)

This overtime is necessary because of accountings on hand to be audited.

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DATE 12 September 1962	TYPED NAME AND SIGNATURE  [REDACTED]	SOR (if applicable)  [REDACTED]
CONCURRENCE (if applicable)		AUTHORIZATION
TYPE [REDACTED]	OF DIVISION CHIEF  [REDACTED]	TYPE [REDACTED] OFFICIAL [REDACTED]
Chief, Finance Division		Deputy Comptroller DATE AUTHORIZED 10 SEP 1962
DATE CONCURRED [REDACTED]	25X1A	